OUTREACH FACILITATOR JOB DESCRIPTION

The Outreach Facilitator will be selected for her ability to connect with young people in a creative and appropriate manner; initially a significant part of the Facilitator's work will be outreach to young adult lesbian, bisexual and transgendered women attending Clark Atlanta University, Morris Brown and Spelman Colleges. She should also be able to professionally and consciously represent the goals of the ZAMI organization as they are established in its statement of purpose, a major aspect of that being "to provide support, nurturing, and a sense of community for lesbians of African descent in the Atlanta area..." In addition to doing extensive outreach, networking and publicity, the position requires the Facilitator to acquire a safe and accessible space for participants to meet.

Ability/Skill Requirements

A. Planning/Programming - experience in the areas of program planning and development; ability to outline and identify goals of outreach program; ability to evaluate and monitor program goals.

B. Outreach - ability and experience in the areas of community/grassroots advocacy and organizing; ability to interact with a variety of individuals; ability to professionally represent the interests and goals of the support group to faculty, staff and administration of the various schools represented; the Facilitator should be familiar with local community-based resources.

C. Group Work - ability to facilitate support group; ability and experience in the area of young adult support and/or counseling, preferably among lesbian/bisexual/transgendered persons.

Project Administration

- The Facilitator will be responsible for the format and content of the support group, including all materials (print/audio/visual) to be distributed among the participants.
- An outline of the program format and copies of materials to be distributed (if any) shall be made available to members of the ZAMI Steering Committee throughout the project.
- The Facilitator shall attend the monthly ZAMI Steering Committee meetings and present the completed progress reports.
- The Facilitator will be paid on the 30th of each month; the Facilitator will work between 10-15 hours per month (approximately) on this project. This time will include, but is not limited to planning, publicity/outreach, networking and support group facilitation.

Terms of Employment

The terms of this agreement are solely applicable to the position of Facilitator for the ZAMI L/B/T Women's Outreach Project. This contract of employment is effective immediately upon signature by the Employee and Employer.

1. The *Facilitator* shall be an Agent (hereinafter **Employee**) of *ZAMI* (hereinafter **Employer**). The Employer as Principal shall be held harmless for any torts or criminal acts that the **Employee** may commit within the scope and performance of ~~his~~/her duties. Furthermore, the **Employer** is not liable for <u>any</u> acts the **Employee** may commit outside the scope and performance of ~~his~~/her duties. (See attached Position Description)

2. The **Employee** shall satisfactorily perform ~~his~~/her duties as prescribed by the Facilitator position description (attachment).

   a. <u>Satisfactory Employee performance is defined as professional, perfunctory and timely completion of the Employee's duties and obligations.</u>

3. The **Employer** shall monitor and evaluate the **Employee's** performance during a 60-day probationary period which shall commence at the start of employment; the exact date of which shall be decided upon by the **Employer**.

4. At the conclusion of this probationary period, a recommendation shall be made by the **Employer** to either continue or terminate the terms of this agreement. Such decision will be based on the **Employee's** performance within the above-reference period of probation.

5. The Employee shall not act in an unprofessional manner or engage in unethical behavior. Specifically, the Employee shall not engage in any sexual or romantic activities with the project participants. <u>Such behavior or the allegation of such behavior will be grounds for immediate termination of employment and terms of this agreement.</u>

6. The **Employee** shall be paid $300 on the 30th of each month, for the duration of this project. The **Employee** shall work between 10-15 hours (approximately) per month. This time will include but is not limited to planning, publicity/outreach, advocacy, networking and support group facilitation.

M. Lee Badgett, MSW — 10/17/97
Signature of Employee — Date

Michelle A. Smith — 10/17/97
Signature of Employer-Representative — Date

Jerry T. Kay, PhD — 10/17/97

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Carla Jones — 1/17/93

Signature of Employee — Date

Signature of Employer-Representative — Date